

CITY-COUNTY BOARD OF HEALTH MINUTES

Board Meeting

March 29, 2023 | 7:30am

PRESENT:

Tom Overn, Chair
Sarah Hansen

Cindy Schwehr
Dick Gulmon, Vice Chair

Via LifeSize:

Chelsea Traverse, Health Officer/Secretary

ABSENT:

ALSO PRESENT:

Theresa Will, Administrator
Katie Beyer, Deputy Director
Bobby Koeplin

Evonne Johnson, Office Manager
Rose Knutson, Finance

CALL TO ORDER:

The Health Board meeting was called to order at 7:30am by Tom Overn, Chair, in the CCHD conference room or by remote.

AGENDA:

Agenda was reviewed. Motion made by Cindy Schwehr to approve agenda, Seconded by Dick Gulmon. Unanimous vote, motion carried.

MINUTES:

Reviewed. Motion made by Cindy Schwehr to approve previous months minutes with correction of meeting time from 3:30pm to 7:30am, Seconded by Dick Gulmon. Unanimous vote, motion carried.

DIRECTOR'S REPORT:

No additions or comments.

VOUCHERED EXPENSES:

Reviewed. Snow removal is getting to be a lot. Theresa Will was asked to look into MDU for heating compared to the past. Seems reasonable for size of building. Dick Gulman made a motion to approve the February/March voucherred expenses, seconded by Sarah Hansen. Unanimous vote, motion carried.

FINANCIAL REPORT:

New reports from Eide Bailey, still making adjustments. Theresa Will's salary was accidentally put under Alzheimer's grant, will be corrected. Waiting for payments from SOR grant. Home Health \$3,725 in red. Will noted that \$483,441.08 is unencumbered funds with a cash reserve beginning balance of \$730,124.54 for a final cash reserve 2023 ending balance of \$246,683.46. Everyone is happy with the new reports. Motion made by Dick Gulmon to approve the financial reports, seconded by Cindy Schwehr. Unanimous vote, motion carried.

OLD BUSINESS:

COVID-19 public health ongoing response

Emergency is set to end May 11th. Covid vaccines have dropped off drastically. They feel that Covid vaccine will be private pay by fall. Hopefully they will have single dose vials by that time so there is not any waste. Still offering free Home Test Kits and people going to clinic if they are symptomatic.

Facilities update; parking lot, generator

Generator \$98,752 contract has been signed. One requirement was that the generator must be in 500-year flood plain. Must have a pad at least a foot high under the generator. Revised quotes increased by approx. \$19,000 to \$117,894. Federal Grant requirement is that we get 3 bids. If we can give justification why we don't get other bids, we can just have the one. Can change generator size but then we have to request the change in the Grant and not a big difference in price. Cindy asked who would be in charge of checking it monthly. Bobby checks them on a monthly basis. Currently 8 months to get a generator. Possibly get all the electrical done right away, but prices could change on that again. If the state has additional unspent grant funds, they may assist in covering some of the increase in project costs. Will have a maintenance contract with new generator.

Parking lot is ready to go to bid. East sidewalk and driveway apron are included with the city project. Additional curbing recommended on West side to protect building. The 2 ADA parking spots, striping for parking spaces will be wider. Generator Fence will be smaller. South sidewalk and apron have been left off as they will be done with the next city project. Will go out to bid 18th or 19th of April and will be completed the Summer of 2023. Bobby recommends that we go to bid to find out the costs. Board had previously approved to go to bid.

SCHSC working on renovation plans which we will be billed and it will then be added to their rent before their new biennium starts July 1st.. Was a leak in their conference room ceiling. Damage to tables. Since it is a new roof, we can't do anything until all the snow and ice melts.

Windows still need to be sealed up. Currently can't find anyone to do it.

Environmental Health Update – Marcie Bata:

Diegel property. Letter did not go out right away but noted the board needs soil samples by May 24, 2023. Will have to wait until snow melts to get soil samples.

Amachi update

Received papers from Amachi for small claims court via certified mail. Some inconsistencies in the claim. Can leave at small Claims or move to District court, but that is not advised due to cost. Theresa talked to Tonya Duffy and contacted ND Insurance Reserve as advised and they have already assigned an attorney. They will handle everything.

Local Tobacco Ordinance

The ordinance will be on the City Commission agenda for April 5th at 5pm. We will be there to testify. Each side will get 5 minutes to provide testimony. Theresa Will will send video posted on YouTube from Bryan Kriewald, a VCPS employee, to Board members which stated that CCHD is presenting lies, was critical of city commission and very sarcastic. Statements that were made in video were very embarrassing for the community. Theresa Will had met with Dewey Magnuson and he has a lot of negative thoughts about CCHD. He thinks we are competing with Sanford and Essentia and essentially

doesn't understand what we do here. Public Health has a very strong relationship with Sanford and Essentia. Public Health needs to educate the public more on everything that we do. CCHD does lots of PR on radio and social media and through the schools and other public events.

Administrator/Executive Officer evaluation; tabled from last month

Evaluation of Health District Administrator was distributed with Chair's comments. Theresa and Tom to sign and place in her personal file. Motion made by Dick Gulmon to approve the evaluation, seconded by Cindy Schwehr. Unanimous vote, motion carried.

Legislative update

Lots of bills in committee. ND PERS bill will likely affect us, it would increase our percentage as an employer by 1%. Raw milk bill passed and will allow the sale of raw milk. Bill on Opioid settlement dollars and how they are distributed, Public Health is in the mix of distribution. Bill 1004 Department of Health budget bill and local Public Health is in that budget for an additional \$2.6 million.

CCHD bylaws; final approval of changes

Changes to bylaws need to be looked at during 2 meetings, 1st reading and approval in March, 2nd reading today. On Page 3, Section 1. D: change language to read REVIEW instead of enter into (Theresa Will has authority to enter into contracts). Under Section 1, under Committees Article IV minutes of the Executive Committee meetings shall be mailed or emailed to each board member. Page 8, Article VIII heading: add Executive Officer (was board approved to add Executive Officer to Theresa Will title to satisfy federal requirements) and under Section 1, add Executive Officer. Page 9 still under Article VIII, add letter G: enter into contracts, working agreements, or statements of agreements with other agencies and organizations that may be deemed necessary or useful to carry out the functions, plans and purposes of the health unit. Motion to approve final reading made by Dick Gulmon, seconded by Sarah Hansen. Unanimous vote, motion carried.

Bedbug follow-up

City administrator gave to Scott Magnuson and they have talked to landlord and landlord said he is handling it.

NEW BUSINESS:

Katie: Public Health Award

Theresa Will was selected to receive the NDPHA "Outstanding Service Award" for exhibiting continued excellence in the field of public health. She was nominated by Katie Beyer. She will be honored at banquet on June 15th during a luncheon and we would like to have some of the staff accompany her in person. We will notify everyone if they can join virtually.

Public Health Outstanding Service Awards

We will be giving out 3 for 2022 as we have not given any awards for a couple years. They will be going to Joleen Hagen – from the VCPS, Colleen Jones – VP of Patient Services at CHI Mercy and Trent Bitz from Essentia.

Single Audit contract for 2021

Single Audit for 2021 contract with Harold Rotunda is \$6,400. Motion made by Dick Gulmon to sign the contract, seconded by Cindy Schwehr. Unanimous vote, motion carried.

Appoint new HIPAA Safety/Privacy Officer

Theresa Will asked to appoint this position to Katie Beyer. It has previously been held by Theresa Will. Motion made by Dick Gulmon to appoint Katie, seconded by Sarah Hansen. Unanimous vote, motion carried.

Other

Cindy Schwehr exited meeting at 8:47 am.

ADJOURNMENT:

With no further business before the Board, the meeting adjourned at 8:50 am.

Next monthly meeting: Wednesday, April 26th at 7:30 am in the CCHD conference room.

Respectfully submitted,

Dr. Chelsea Traverse, Secretary